

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON 25, D.C.



REPLY TO
ATTN OF: AFCIN-R

13 July 1962

SUBJECT: Officer Effectiveness Reports - Field Grade

TO: Executive Secretary, USIB

1. The attached AF Forms 707 are forwarded to your office for completion and return to this office in a sealed envelope not later than 6 August 1962. *

2. In order to call to your attention some of the pertinent parts of AFM 36-10, the following guide should be used in the preparation of OERs:

a. REPORTING OFFICIAL

(1) Your comments in Section VII must be organized under the following headings, using only those that are appropriate to the particular report. Omit headings entirely if not pertinent to the report.

- (a) Facts and Specific Achievements
- (b) Strengths
- (c) Recommended Improvement Areas
- (d) Suggested Assignments
- (e) Self-Improvement Efforts
- (f) Civic Responsibilities
- (g) Interest in Flying
- (h) Other Comments

(2) The comments of the reporting official will be confined in the space provided in Section VII, AF Form 707, except when evaluating unsatisfactory or marginal performance, in which case a more specific justification may be necessary.

(3) Authentication of Reporting Official (Section VIII, AF Form 707). The date of the report must not be prior to the closing date of the reporting period.

(a) The reporting official will enter his own currently effective aeronautical ratings followed by the appropriate flying status code as defined in Chapter 2, AFM 35-13.

(b) If at the time of submitting the report the reporting official is removed from flying status for more than 90 days, enter "(susp)" immediately following the aeronautical rating entry.

(c) Enter "Non-rated" if the reporting official does not possess a currently effective rating.

* Extended to 10 August 1962.

(4) The reporting official will discuss his evaluation with the officer being reported on at the time the report is prepared and give him the opportunity to see the completed report before it is submitted.

b. INDORSING OFFICIAL

(i) Review by Indorsing Official (Section IX, AF Form 707).

(a) In all cases, the indorser must indicate his agreement or disagreement with the rating as given by the reporting official. If he does not agree, he will place his initials (without encircling them) in the appropriate box or boxes. Disagreement with the overall rating or comments will be substantiated by specific comment.

(b) The indorsing official will enter his own qualifications as specified in paragraph 2a(3)(a), (b), and (c) above.

c. ADDITIONAL INDORSEMENTS

(1) Outstanding ("Outstanding Officer Almost Never Equalled" or "Absolutely Superior Officer") or referral reports on officers below the grade of Colonel will be additional indorsed by one of the following:

(a) A USAF General Officer.

(b) A colonel occupying a manpower authorization document position of general officer.

(c) Civilians in grade of GS-16 and above whose duties have been designated as being equivalent to those performed by a general officer.

(2) Outstanding or referral reports on colonels will be additionally indorsed by one of the following:

(a) A USAF General Officer.

(b) Civilians in grade of GS-16 and above whose duties have been designated as being equivalent to those performed by a general officer.

(3) When the normal indorsing official falls into one of the categories cited in (1) or (2) above, the additional indorsement, although permitted, is not required.

(4) The additional indorsing official will indicate his agreement or disagreement with the report. He should reject poorly prepared reports and downgrade ratings that are not substantiated or reflect unacceptable inflationary practices. If he does not agree with one or more ratings, he may place his initials (without encircling them) in the appropriate boxes. Any disagreement with ratings or comments will be substantiated by specific comment.

(5) There are conditions under which Effectiveness Reports do not require indorsement or additional indorsement. Paragraphs 2 thru 4, Hq Office Instruction No. 36-10, dated 1 Nov 60, list these conditions.

d. Duty descriptions will be confined to the space provided in Section II, AF Form 707.

e. Original copy of AF Form 707 and 77a must be signed. The other copies may be signed or initialed.



LOUIS J. MICKA, JR.
Lt Colonel, USAF
Office, ACS/Intelligence

Due date extended
to 10 August 1962.

MM
Hand Carry back to AF

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

Emie:

I want to get in
the act when we
prepare Col. McFarlands
Efficiency Report - he is
Chairman GMAIC -

[Signature]
Check with IB Secy

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